

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Class Title: Information Services Director

Revision Date: 03/2005

EEO Code: Official/Administrator

FLSA Status: Exempt (Executive)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Deputy Director of Finance & Information Services, directs operation of the Information Services Division and guides the City Departments acquisition and use of information processing technology.

III. Essential Duties

- Manages and directs all aspects of the City's computer and telephone operations including total authority and responsibility for the programming, back-up, integrity and security of all city computer and telephone systems.
- Recommends the proper equipment to meet the City's needs and designs and maintains information systems.
- Hires, disciplines, evaluates and directs staff of data processing and telephone systems professionals.
- Performs technical troubleshooting to resolve equipment and software problems.
- Prepares and administers the division budget which includes the establishment of user charges.
- Trains and provides technical support to users regarding computer and software use.
- Assists with mainframe and network operations.

IV. Marginal Duties

- Stay current with the latest technology.
- Plan and guide future growth of data processing City-wide.
- Coordinate with outside planning.
- Consulting with other departments.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelor's degree in computer science, information management, or related field.

Experience: Five years related work experience with progressively increasing responsibilities including at least two years administrative and supervisory experience; may substitute up to 2 years additional education for up to two years related experience.

Knowledge of: AS 400; system analysis; programming and data processing procedures; RPG II; OCL; SEU; IBM utilities; DOS; word processing, spread sheet, and data base applications; principles and practices of computer operations; telephone/telecommunication systems; principles of management, supervision, and budgeting; general municipal government practices and procedures, city practices and structures.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, money, and tools; the supervision of 1 Programmer/Analyst, 3 Technicians, 1 GIS Coordinator, 1 GIS Cartographer/Analyst.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; contact with the public presenting data that may influence important decisions; frequent contact with executives on matters requiring explanations and discussions' regular and frequent outside contact with persons of high rank.

Tool, Machine, Equipment Operation: Requires use of AS 400, computer terminals (3179,3197,3477,3180) a variety of PC's and computer peripherals, printer, copier, 10-key, and telephone systems.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; model programs to the needs of users for desired results; explain technical materia in layman terms; supervise employees effectively.

VI. Working Conditions:

Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; moderate evening and weekend work are necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.